

Customer collection receipt

CCR number

Date

20

Mail centre customers
please complete only the
shaded sections



A customer collection receipt must accompany each relief Mail centre collection, and every RDC collection.
RDC Poster to complete the date, Royal Mail Address, section 1, section 2 inc scheduled and actual collection time, section 3
Driver to please check the number of cages is correct, complete the arrival time on the dock at the DC and all of section 4
For the “only” or “final” handover of mail a confirmed Sales Order must be provided.

Royal Mail Address - (where mail is being taken to)



1. Poster details

Poster address

Contact name

Reference number

Telephone number

2. Collection details

Scheduled collection time

Actual collection time

Total cages/
yorks collected

Total cages/
yorks shut out

Drivers arrival
time at DC

| Job name/ title | Job Ref | | | | | Container | | | CPR | Line Listing | Sales Order |
|-----------------|---------|----------------|-----|--------|-----------------|--------------|-----------|----------|----------|--------------|-------------|
| | Number | Account Number | PPI | Format | Product & Class | type & total | Shut Outs | Provided | Provided | Provided | Provided |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

3. Posters comments

Poster representative signature

4. Driver's information

Line Listings

Miscellaneous

Sales Orders

CPR

Duty number

Drivers name (please print)

Drivers signature

Data capture
complete (initials)

Date